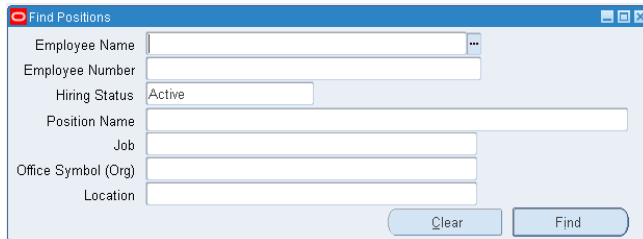# Updating the Position Hierarchy
User Guide

User Guide Purpose:	Illustrates the process of *moving* positions from one Team Lead or Supervisory position to another Team Lead or Supervisory position within the position hierarchy.
	Illustrates the process of *inserting* positions into the position hierarchy.
	Illustrates how to *delete* a vacant position from the Hierarchy
	NOTE: The "Reporting To" position is required to be either a Supervisory or Team Lead position.
	NOTE: Positions should only be deleted from the hierarchy if they are **not** encumbered, obligated, or is being used for a detail.
	NOTE: After the vacant position is deleted from the Hierarchy, it will need to be eliminated/deleted/purged.
	NOTE: PCNs should never report to a "T" PCN Indicator.
	NOTE: A "D" PCN Indicator should never report to the PCN it was copied from.

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Moving or Inserting a Position in the Hierarchy
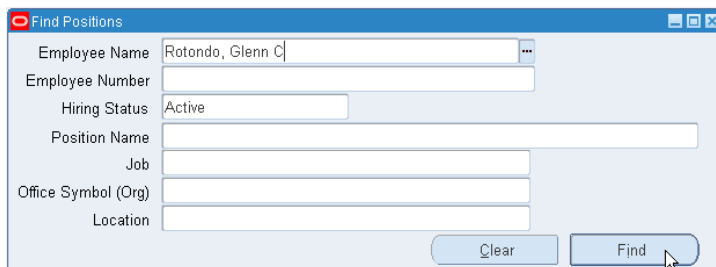
Navigate to the Position Hierarchy Screen.

The **"Find Positions"** window will appear.

Search for a person or position in the hierarchy that you'd like to link the vacant position to. In this example, we're going to search by employee name.

Click in the **"Employee Name"** field and enter the name of the employee you want this vacancy to report to, and then click the **"Find"** button.

The **"Position"** section of the **"Position Hierarchy"** window populates with the position(s) that meet the "Employee Name" query criteria. If positions are currently linked to this position, they will populate in the Subordinates section.

NOTE: You cannot insert a position into the hierarchy unless the parent position (Team Lead or Supervisor position) is in the hierarchy. The "Exists in Hierarchy"
☑ Exists In Hierarchy **field will be checked if the parent position is in the hierarchy. If the box isn't selected, you'll have to correct the hierarchy working from the top down.**

Click on any of the entries under the **"Name"** field within the **"Subordinates"** section then click the **"New"** 📇➕ icon in the top left corner.
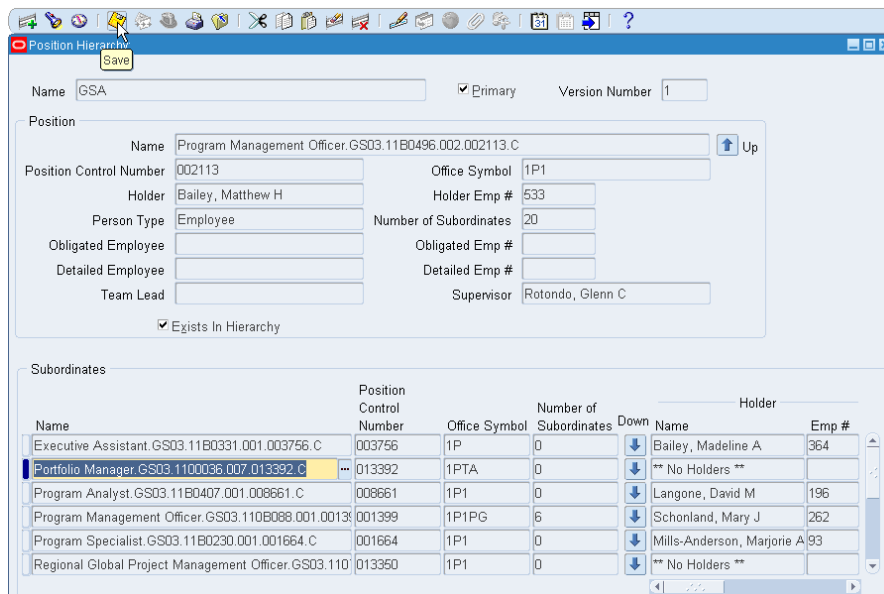
A blank line appears under the selected record in the **Subordinates** section, which will allow you to move/insert a position into the position hierarchy.

Enter the Position Control Number (PCN) into the name field using Wildcard symbols (i.e. %012345%). Next, hit the tab key on the keyboard and the fields will populate with the position and holder information.

Select the **"Save"** icon to complete the insertion of the position into the hierarchy.

When moving a position that already exists in the hierarchy, a **"Caution"** window will appear. Click the **"OK"** button.
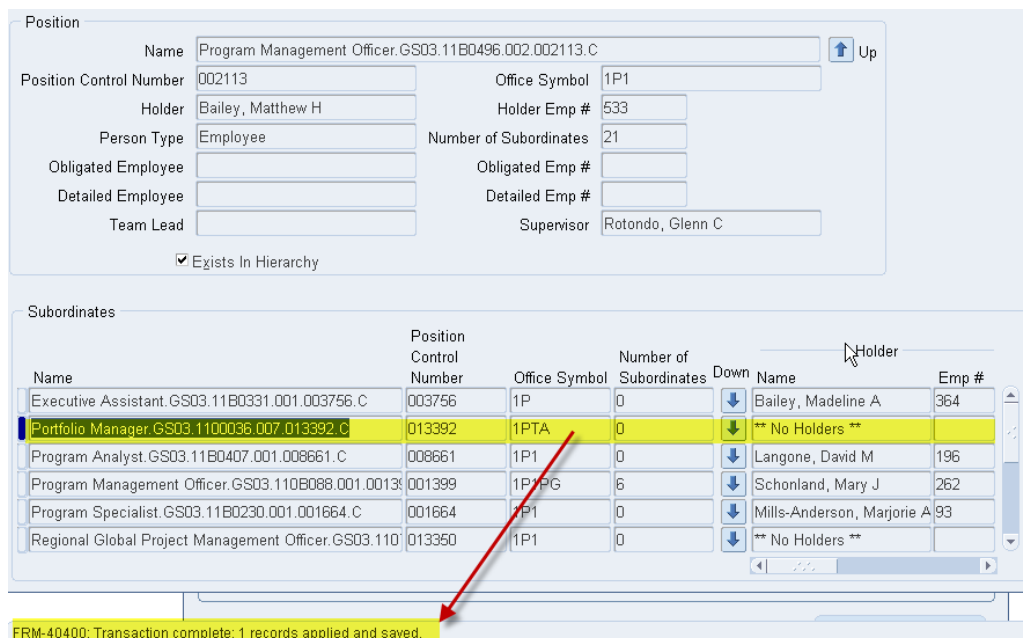
In the bottom left hand corner of your screen the

"FRM-40400: Transaction complete: 1 records applied and saved."

message will tell you that the transaction successfully completed.

NOTE: If you don't see this bar at the bottom of your screen, maximize your screen by selecting the **"Maximize"** [icon] icon in the top right corner of your screen.
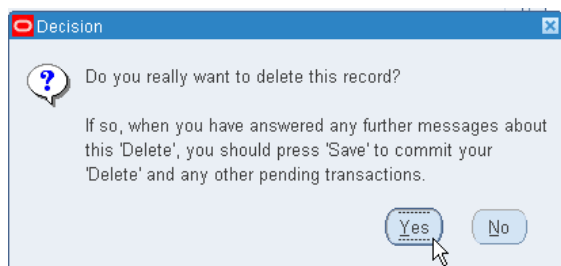

For your information: If it turns out that you selected the **"New"** [icon] icon by accident, or need to remove the position that you've inserted to the hierarchy, select the row you'd like to delete and select the **"Delete"** [icon] icon.

A **"Decision"** window will appear. Click the **"Yes"** [icon] button.

Deleting a Vacant Position from the Hierarchy

Use the scroll bar on the right of the Down arrows in the Subordinate section to find the vacant position that will be eliminated.

Click on the vacant position line.   The "Holders" name will display as **"**No Holders**"** and the Detailed Employee and Obligated Employee fields are null.

Click on the **"Delete"** icon on the Tool Bar

A **"Decision"** window will appear asking if you really want to delete this record. Click the **"Yes"** button.
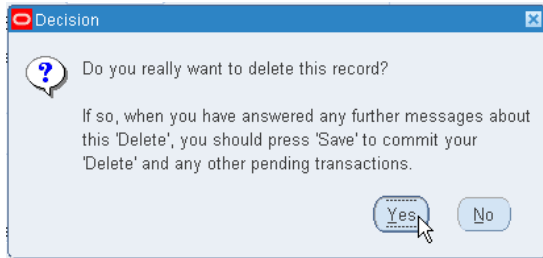
Click the **"Save"** icon on the Tool Bar.
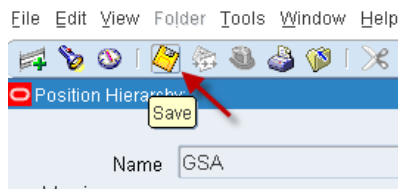
In the lower left-hand corner of the screen you will see a message to confirm the transaction has completed.

FRM-40400: Transaction complete: 1 records applied and saved.

Verify that the vacant position has been deleted and is no longer in the hierarchy screen by reviewing the list of subordinates.

NOTE: After the vacant position is deleted from the Hierarchy, it will need to be eliminated (see Eliminating a Position User Guide)